

## **235.50**

# **Medical Documentation**

## **Overview**

### **Introduction**

This policy describes medical documentation requirements for food packages.

### **Policy**

Medical documentation is required for the following:

- Non-contract infant formulas (including exempt infant formulas),
- WIC-eligible nutritionals, and
- Supplemental foods for participants receiving Food Package III.

### **Prescribing authorities**

The following Iowa health care providers have prescriptive authority:

- Physicians
- Physician Assistants
- Advanced Registered Nurse Practitioners including pediatric nurse practitioners and family nurse practitioners.

### **Notes:**

- Copies of the Iowa Administrative Code are on file in the state office.
- RNs, LDs and WIC nutrition educators are not prescribing authorities.

### **Policy reference**

- 7 CFR Part 246 WIC: Revisions in the WIC Food Packages; Interim Rule, December 6, 2007
- WIC Policy Memorandum #2014-1A Clarification for Infant Formula Issued in Food Packages I and II
- 7 CFR Part 246 WIC: Revisions in the WIC Food Packages; Final Rule

**In this policy**

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## **Required Documentation**

### **Introduction**

This section describes the required information for medical documentation.

### **Required documentation**

The following information must be recorded in the participant's record:

- The name of the prescribed formula including the amount needed per day,
- The prescribed supplemental food(s) and their prescribed amounts per day,
- Length of time the formula and/or supplemental food is required,
- The qualifying condition(s) for the formula and/or supplemental food(s),
- Signature of the prescribing authority, and
- Date.

### **Format**

The medical documentation must be written and provided as:

- An original written document,
- An electronic document, or
- A facsimile.

### **Collection of data via telephone**

The collection of medical documentation information by telephone should be used only when absolutely necessary. The WIC CPA must:

- Record all of the required documentation listed above,
- Document the telephone call in a nutrition care plan including the contact information for the prescribing authority, and
- Follow-up to obtain written confirmation of the documentation within a reasonable amount of time (i.e., one or two weeks).

### **Issuing food benefits**

Issue one month of food benefits when the written medical documentation from the medical provider is pending. When adequate documentation is provided, issue two more months of benefits to the family.

### **Forms and record retention**

A WIC CPA may use the following forms to collect the documentation:

- Special Formula Medical Documentation (see Policy 235.50A)
  - Other written documents with all of the required information.
- Note: All medical documentation must be scanned and electronically filed in the WIC data system. See page 8 for more information about this process.

## Qualifying Conditions for Food Package III

### Introduction

This section describes the qualifying conditions for a participant to receive Food Package III (food packages provided to participants with qualifying conditions that require WIC formula because the use of conventional foods is precluded, restricted or inadequate to address their special nutritional needs).

### Policy

Participants must have one or more qualifying conditions as determined by the prescribing authority in order to receive this food package. These qualifying conditions must also be documented with a relevant ICD-10 code.

### Examples of qualifying conditions

Qualifying conditions include but are not limited to the following:

- Premature birth,
- Low birth weight,
- Failure to thrive,
- Inborn errors of metabolism and metabolic disorders,
- Gastrointestinal disorders,
- Malabsorption syndromes,
- Immune system disorders,
- Several food allergies that require an elemental formula, and
- Life threatening disorders, diseases and medical conditions that impair ingestion, digestion, absorption or the utilization of nutrients that could adversely affect the participant's nutrition status.

### Non-qualifying conditions

Non-qualifying conditions for Food Package III are listed in the table below:

Participant Category	Non-qualifying Conditions
Infants	A diagnosed formula intolerance or food allergy to lactose, sucrose, milk protein or soy protein that does not require the use of a exempt infant formula; or A non-specific formula or food intolerance.
Women and children	Food intolerance to lactose or milk protein that can be successfully managed with the use of one of the other WIC food packages.
All categories	Solely for the purpose of enhancing nutrient intake or managing body weight without an underlying qualifying condition.

**Supplemental foods**

Food Package III allows for the issuance of WIC formula and the standard food package for the relevant participant category. Medical documentation is also required for the supplemental foods. The WIC CPA can tailor the quantity of prescribed supplemental foods based on each participant's medical needs.

Note: Whole milk can only be provided to participants as part of Food Package III. Since this is the food package that provides formula for women and children, whole milk can only be provided to participants when they also have a qualifying condition for formula and they are receiving formula from WIC.

**Infant foods in lieu of the CVV and breakfast cereal**

Children and women in Food Package III have the option to receive commercial jarred infant food fruits and vegetables in lieu of the CVV with medical documentation.

- Children – 128 ounces
- Women – 176 ounces

32 oz. of infant cereal may be substituted for 36 ounces of breakfast cereal as determined appropriate by the health care provider per medical documentation for Children and women in Food Package III.

**Medical documentation and supplemental foods**

Health care providers may refer to the WIC CPA for identifying appropriate supplemental foods (excluding WIC formula) and their prescribed amounts, as well as, length of time the supplemental foods are required by the participant. This allowance must be indicated by the health care provider on the medical documentation form.

## Qualifying Conditions for Cheese, Tofu and Soy Beverage

### Policy

A CPA must complete a thorough assessment and determine that:

- A child has a qualifying condition and cannot drink milk, therefore requiring soy beverage, tofu or cheese; and
- A woman has a qualifying condition and cannot drink milk, therefore requiring cheese or tofu.

See the policies below for maximum substitution rates for each category of child and women participants.

- Policy 235.05 Children and Women Receiving WIC Formula
- Policy 235.06 Children
- Policy 235.07 Pregnant and Partially (Mostly) Breastfeeding
- Policy 235.08 Postpartum (Up to 6 Months)
- Policy 235.09 Fully Breastfeeding

### Qualifying conditions

The table below lists the qualifying conditions for children and women:

Category	Qualifying conditions include but are not limited to ...
Children	Milk allergy, Severe lactose maldigestion, and Vegan diets (i.e., consumes only plant-based foods).
Women (all categories)	Milk allergy and Severe lactose maldigestion.

### Documentation

Upon completion of the assessment and determination, the CPA must document in the participant care plan the qualifying conditions and need for cheese, tofu, or soy-based beverage issuance.

## Using the WIC Medical Documentation Forms

### Introduction

This section describes how to use the documentation form.

### Special formula

The table below describes how this form is completed:

Stage	Description
1	The CPA can complete the Participation Information (Participant Name, Parent/Guardian Name, DOB, and Phone Number).
2	The CPA reviews the release of information with the participant or parent/guardian.
3	The participant or parent/guardian signs the release.
4	The form is delivered to the prescribing authority via the mail, fax or by the participant or parent/guardian.
5	The prescribing authority completes the relevant sections of the form (Formula and Supplemental Foods), signs the form and returns it to the local WIC agency.
6	The CPA must review the form received from the prescribing authority to ensure that all information is completed appropriately.
7	If all information is adequate, provide the appropriate food package.

Note: Since this form requires a medical diagnosis and ICD-10 code, a prescribing authority must complete all sections of the form, except for the Participation Information.

### Documenting information from the medical documentation form

The section below describes how to document information from the medical documentation form.

Stage	Description
1	On the Food Package Panel, check the box labeled “Special Diet”.
2	Click on the hyperlink to the right of the Special Diet box titled “Documentation”. This brings up the “Food Package Documentation” box.
3	Click on the radio button titled “Medical Documentation” and fill out the required information (Rx Expiration Date, Medical Diagnosis, Authority, and Doc ID). Click Close.
4	Enter the appropriate food package.
5	Choose the “Doc ID” number that corresponds with this food package.
6	The medical documentation form should be scanned into the participant’s record. See Page 8 for more information on this process.

**Scanning the medical documentation form**

Follow the steps below when scanning the medical documentation form into the WIC data system.

<b>Step</b>	<b>Action</b>
1	Scan the medical documentation form and save the file to the computer desktop.
2	Bring up the “Document Scan” pop up by going to File and clicking on “Document Scan”.
3	Enter a document description. The description should be used using consistent language (i.e. Medical Documentation, participant first name, date).
4	Click on “Existing Document” and find the medical documentation form file and upload to the data system.
5	Once uploaded, the medical documentation form file should be deleted.
6	The medical documentation form should be shredded. A hard copy should not be maintained.

**Strategies to facilitate follow-up**

Each agency should develop a plan to ensure that follow-up is completed.

Examples:

The form could be put it in a “tickler file.” The tickler files could be organized by WIC CPAs, clinics or counties depending on what best meets the agency’s needs.

Write alert messages in the WIC data system.



## Documentation of Religious Reasons: Non-contract Formulas

### Introduction

Medical documentation is not required when a family reports religious reasons as the rationale for a non-contract infant formula. This section of policy describes how to document these requests in the data system.

### Procedure

Follow the steps in the table below.

Step	Action	Comments
1	On the Food Package Panel, check the box labeled Special Diet.	This will allow the issuance on a non-contract infant formula.
2	Click on the hyperlink to the right of the Special Diet box titled “Documentation”.	This brings up the “Food Package Documentation” box.
3	Click on the radio button titled “Religious Reason”. Fill in the required fields (Additional details and Doc ID). Click on close.	This turns off the requirement for the other medical documentation.
4	Select the appropriate model food package and edit as needed.	----